



## Benefits Administrator

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### Details

**Job ID : 493**

**Title :** Benefits Administrator

**Job Code :** 1242

**Salary :** \$3,149.00 (Monthly)

**Grade :** 12

**Tenured :** NO

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### Job Departments

- Human Resources

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### Purpose

Plan, direct and coordinate benefits activities and education of benefits program. Review compliance and processes related to benefit programs such as but not limited to unemployment benefits and workers compensation.

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### Required Qualifications

**Education :** None

**Education Substitute :** None

**Experience :** 3 Years of Work Experience

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### Job Required Knowledge

- 4 year college degree
- A combination of education and experience will substitute for degree 1:1
- 5 years work or related experience.
- Experience with Benefits programs; HIPPA fundamentals

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### Job Skills/Abilities

- Good computer skills, good organizational skills and good communication skills

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### Job Duties

- Ensure procedures and processes are implemented appropriately and efficiently for all benefit programs
- Direct preparation and distribution of written and verbal information to inform employees of benefits
- Develop methods to improve employment policies, processes, practices and recommend changes to management
- Aide in the project assignment and follow-up of human resource projects
- Other duties as assigned